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TAB F

BACKLOG OF WORK OTHER THAN NAME CHECKS

25X1A8a

As of 14 April 1956

1. Cards:

a. Current Backlog

- (1) 26,000 cards (current take) to be filed in main index
- (2) 500,000 cards other than current take to be filed in main index
- (3) 526,000 cards total current backlog

b. Anticipated Backlog:

- (1) 2,000,000 cards
- (2) 2,000,000 cards
- (3) 3,000,000 cards 25X1A8a
- (4) 7,000,000 cards total anticipated backlog

25X1A6a

Some of the above are being received on microfilm which have to be converted to cards before being filed.

25X1A8a

2. According to there is an estimated 70% backlog on purging of index cards. Purging consists of the checking and replacement of torn cards and the incorporation of two letter, three letter and full name dividers and signals into the filing system to facilitate the location of cards. This is a continuing activity.
3. There is an estimated 75,000 cards to be extracted from the main index and placed in the impersonal index. The impersonal index now contains about 750,000 cards. The impersonal archives index estimated at about 800,000 cards is to be incorporated into the impersonal card index. The maintenance of the impersonal index is a continuing activity.

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